

Employee ID #: 201462

Letter of Counseling
NPCA - SC

Sect./Dept.: QC Department

Date: March 1, 2007

From: David Trammel

To: Cheryl Powell

Re: Tardiness

We have spoken to you on several occasions regarding the importance of punctuality and we have stressed this same issue in your evaluations. On 9/15/04 you received a Letter of Counseling because of poor performance including arriving late and leaving early. At that time you were told, "Any further problems, including attendance, will result in further disciplinary action, up to and including termination." Last week on 2/21/07 we warned you again about a growing problem with tardiness. In our discussion, you clearly indicated that you did not think that punctuality was very important. (vs management's ^{our professional} actions in ^{the office} for more)

We are very disappointed that one week after our meeting, you were late again coming back from lunch on 2/28/07. We are giving you this Letter of Counseling to stress to you that this pattern of behavior is not acceptable and will not be tolerated.

While we want you to be successful here, it is important that you demonstrate that you are willing to meet our expectations. Again be advised that additional problems, including attendance, may result in further disciplinary action, up to and including termination. ^{than 1/2 hour.}

David Trammel

DEFENDANT'S
EXHIBIT

12

I have read and understand this letter.

Cheryl Powell
① Being late comes from deciding to go by Personnel, water. The closer it gets to evaluations it seems that tardiness becomes an issue. I expect to be evaluated on quality of work, not just time of arrival. ② Late, this seems to be a problem with ~~upper~~ ^{Page 1 of 1} ability or trying to get rid of me because of upper management request! This is a problem I have w/ management.